

**Internal/External Posting
STATE OF MONTANA JOB VACANCY**

**DEPARTMENT OF CORRECTIONS
An Equal Opportunity Employer
December 5, 2007**

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|--|--|-------------------------|---|
| Job Title: | Registered Nurse | Position No.: | 64104250 |
| Division: | Youth Services | Pay Band: | 6 |
| Location: | Pine Hills Youth Correctional Facility | Bargaining Unit: | MPEA |
| Status: | | Supplement: | No |
| Salary: | 17.019 to 21.273 per hour | Shift: | 4 10-hour shifts (subject to change) |
| Benefits: State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees' retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care. | | | |

This position currently works Wednesday, Thursday, Friday 10 a.m. to 8 p.m. and Saturday 7 a.m. to 5 p.m. The shift is subject to change with proper notification.

Application Deadline: Applications may be returned to any local Job Service Office or the Department of Corrections by email, fax or hard copy.

Pine Hills Youth Correctional Facility
Attn: Julie Straub
4 North Haynes Avenue
Miles City MT 59301

fax to (406)232-7432
email jstraub@mt.gov

No later than 5:00 p.m., December 20, 2007

Application materials are available on the web at <http://mt.gov/statejobs/statejobs.asp>

Special Information:

Pine Hills Youth Correctional Facility is the State correctional treatment facility for adolescent males committed to the Department of Corrections by the Youth Court. Pine Hills Youth Correctional Facility provides clinical, nursing, education, recreation, group living and other services to treat the emotional, social and educational problems of these males. This position must be able to work in a secure environment.

Applicants for this recruitment may be considered for future similar positions within this facility for up to thirty (30) days after the above closing date

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact Julie Straub at 406-233-2251.

Equal Employment Opportunity Employer: The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable

accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply. The Department of Corrections is a smoke free agency.

Typical Duties:

1. Provides or coordinates and monitors the treatment of youth offenders throughout the facility:
 - Screens and/or assesses all incoming offenders within 24 hours of admission. This includes gathering information on health history, medication history, substance abuse history, and mental status (mood judgment). Makes appropriate referrals if further medical screening is necessary.
 - Provides treatment within the scope of licensure.
 - Monitors the medical progress of each youth offender's medical needs in areas such as blood levels and lab values, blood pressure, and medications. Evaluates all body systems as necessary.
 - Documents pertinent patient information such as treatment provided, response to treatment, reactions, and medical changes.
 - Serves on the interdisciplinary unit treatment team, providing input on the physical and emotional condition of the youth offender. Educates team members in areas relating to medication monitoring, disease progress, psychological evaluations and other medical topics.
 - Maintains records and files of medical information.
 - Participates in the preparation for and assists visiting contract physicians and psychiatrists. Serves as a liaison for youth offenders to off grounds medical and dental appointments or other referrals. Implements follow-up or post contact care for youth. Provides health care instruction and information to youth offenders relating to the promotion of health and prevention or management of illness, disease, injury or disability.
2. Orders medications and supplies. Maintains emergency response kits campus wide.
3. Evaluates the need for care or treatment for staff injuries resulting from uses of force.
 - Provides treatment within the scope of license.
 - Recommends the need for treatment outside the facility if medically necessary.

Qualifications:Detailed knowledge in:

- General nursing principles and practices.
- Scientific principles and specialized techniques used in the practice of nursing.

Skilled in:

- Application of nursing techniques.
- Assessing the effectiveness of treatment
- Carrying out detailed instructions
- Instructing others on the promotion of health and prevention of disease.
- Prioritizing work.
- Communicating orally to individuals or groups, considering the audience and the nature of the information.
- Understanding, interpreting and application of written materials of including technical material, rules, regulations, instructions, reports, charges, graphs, or tables.
- Advising others on technical issues.
- Recognizing and using correct English grammar, punctuation and spelling.
- Producing written information that may include technical material that is appropriate for the intended audience.

Competencies:

Commitment: Ability and willingness to align behavior with the needs and goals of the organization and provide a visible role model for others. Holds self accountable for organizational activities, services, decisions, successes and failures.

Communication: Provides timely and concise information to others verbally, nonverbally and in writing and helps others communicate effectively

Initiative and Accountability: Focuses efforts and energy on successfully attaining organizational goals and objectives. This includes making difficult decisions and persisting even when confronted by obstacles or adversity and may involve questioning status quo assumptions

Personal Effectiveness: Puts customers and co-workers at ease through awareness of, and consideration for, the opinions and feelings of other people.

Ethics: Models high standards of honesty, integrity, trust, and openness. Knows, understands, and follows through with the correct standards of conduct and moral judgment required; is willing to act outside the norm when needed to adhere to ethical principles

Thinking & Problem Solving: Uses reason and logic to identify and solve problems.

Education and Experience:

Graduation from an accredited nursing program is required. Licensure as a Registered Nurse in the state of Montana is required. Two to three (2 to 3) years of nursing experience is highly desired.

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a pre-employment performance test, supplemental questions and an extensive background check. Application materials required are:

Application

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93).
Portions of the application may be photocopied if legible (see page 1 for instructions).
2. Applicants claiming the **Veteran's or Persons with Disabilities Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information. This Authorization is required for all position within the Department of Corrections. ****HIRING AUTHORITY DOES NOT RECEIVE DUE TO REQUEST FOR DATE OF BIRTH**** (See Attachment)
4. Copy of RN License must be included.
5. Three professional references.

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected. Applications and transcripts will be reviewed and screened. Qualified applicants will be contacted for personal interviews (required).

Immigration Reform and Control Act: In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not

required to register.

****SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE****

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|------------------------------|-------------------|-------------------------|-------------|
| Job Title: | Registered Nurse | Position Number: | 64104250 |
| Application Deadline: | December 20, 2007 | Department: | Corrections |

**PINE HILLS YOUTH CORRECTIONAL FACILITY
REFERENCE AND CRIMINAL BACKGROUND CHECK AUTHORIZATION FORM**

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| Applicant's Name: | |
| Other names Used: (i.e.: maiden name, previous married names) | |
| Social Security Number: | |
| Date of Birth: | |
| List of states where you have resided: | |

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my past work record.

I hereby authorize the Department of Corrections to contact any or all of my present or past employers, co-workers, personal references or any other possible work contacts. I release these employers and/or references from any liability which may relate to the information provided to the Department. I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for employment purposes only.

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? _____ If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

_____ No _____ Yes Date: _____ : _____ Jurisdiction _____

This authorization shall be valid and effective for one year from the date signed.

Applicant's Signature: _____ **Date:** _____